

20 June 1944

JANIS Memo #47

MEMORANDUM FOR: JANIS Contributors.

Subject: Changes and Additions in Instructions Regarding the Preparation of JANIS Principal Sources.

Reference: (a) Instructions Regarding the Preparation of all JANIS Material, dated 25 April 1944.

1. Changes in Instructions regarding Principal Sources:

- A. Initials will be used instead of United States.
- B. A comma, rather than a colon, will separate the place of publication and the publisher.

2. Additions in Instructions regarding Principal Sources:

- A. References will be arranged alphabetically by author if known, by agency if author is not known.
  - (1) The author's name will be given in full or with initials, not just the last name.
  - (2) If author and agency are both given, alphabetize according to author.
  - (3) The originating source will be made as definite as possible.
  - (4) Names of government departments and divisions will be written out.
- B. References from the same source will be arranged either chronologically or alphabetically, depending on the type of material.
  - (1) When there is a lot of maps or charts of various dates, arrange in columns:

Date	No.
_____.	_____, _____.
_____.	_____, _____.

- (2) When there are several items for one date or only one for each of several dates, they will be arranged in a series.
- C. The place of publication of material from U. S. Government agencies will be assumed to be Washington unless the title suggests a probable other place. Any other place of publication will be given if it is available.
- D. Miscellaneous.

- (1) Bull., Ser., Sec., Vol. 3, Pt. IV, Ed. 2 will be capitalized.
- (2) HO, ONI, ERO will be written without periods.
- (3) The use of "No." will be avoided unless it seems necessary for clarity. The ONI is HO Miss. 10

\*JCS review completed\*

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DOCUMENT NO.	NO CHANGE IN CLASS.	25X1
<input checked="" type="checkbox"/> DECLASSIFIED	CLASS. CHANGED TO: TS 3 C	
NEXT REVIEW DATE:	AUTH: HR 70-2	
DATE: 24 JULY 66	REVIEWER:	

- E. With each bibliography submitted, the name and telephone number of a person who will be responsible for any necessary additional information will be given. Any queries concerning the preparation of Principal Sources may be discussed with Mrs. Beryl Wisman on REpublic 6700, Extension 76069.

FOR THE JOINT INTELLIGENCE STUDY PUBLISHING BOARD:

GEORGE H. KOUNTZ,  
Lt. Col., G.S.C.,  
Secretary.